



KERALA GAZETTE

കേരള ഗസറ്റ്

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PART III

Education Department

Technical Education Department

NOTIFICATION

No. EA2/5089/2012.

1st February 2013.

In exercise of the powers conferred under Section 3 of the Kerala State Right to Service Act, 2012 (Act 18 of 2012) the Head of the Technical Education Department hereby notify the services mentioned in the Schedule below to be the services that will be rendered by the said department and also notify the documents required to be attached along with the application, Designated Officers, First Appellate Authority, Second Appellate Authority and the stipulated time limit, in respect of such services, namely:—

SCHEDULE

I. DIRECTORATE OF TECHNICAL EDUCATION, THIRUVANANTHAPURAM

Sl. No.	Name of Service	Documents to be attached with the application form	Time Limit (working days)	Designated Officer	1st Appellate Authority	2nd Appellate Authority.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Disbursement of MCM Scholarship after getting sanction from the ministry of minority affairs	1. Complete pages of the printed copy of the online application form duly filled up, signed and approved by the Head of the Institution through which the online application was forwarded	90 days	Accounts Officer (General)	Finance Officer	Director of Technical Education

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		2. Copy of the mark list (HSC or Graduation as the case may be)				
		3. Income and community certificate issued by the revenue authority concerned				
		4. Adhaar No. of the applicant				
		5. Copy of the pass book of the bank a/c of the applicant and the head of the institution				
		6. Original/True copy of the fees remitted				
		7. Contact (phone) Number of the applicant				
2	Processing of application for Recognition and approval of new KGTE/ KGCE/FDGT Institution and forwarding to Government	1. Building plan 2. Records to prove whether the building is rented or own 3. List of machinery and equipments 4. Duly remitted chalan for an amount of ` 7,500 + ` 3,125 for KGCE	45 days	Deputy Director (General)	Senior Joint Director (P. S.)	Director of Technical Education
3	Approval of change of Management/Ownership etc., related to KGTE/ KGCE/FDGT Institution	1. Building plan 2. Records to prove whether the building is rented or own 3. List of machinery and equipments 4. Duly remitted chalan for an amount of ` 500 for KGTE/ FDGT	45 days	Deputy Director (General)	Senior Joint Director (P. S.)	Director of Technical Education
4	Providing Equivalency Certificate for academic purpose	1. Attested copy of the qualifying certificate 2. Syllabus of the course undergone by the applicant	45 days	Deputy Director (General)	Senior Joint Director (P. S.)	Director of Technical Education
5	Approval of new Polytechnic/additional Course after receiving NOC/AICTE approval	1. Copy of the AICTE approval 2. Undertaking in ` 100 stamp paper	15 days	Deputy Director (General)	Senior Joint Director (P. S.)	Director of Technical Education
6	Forwarding of application to Government for NOC for new Engg. College/ Extension of approval/ Additional courses/enhancement of intake	1. Copy of the AICTE approval 2. Undertaking in ` 100 stamp paper 3. Consent letter of University	15 days	Superintendent (Planning)	Deputy Director (P& T)	Director of Technical Education
7	Admission memo to Students nominated by Government of India	1. Nomination issued by the State/Union Territory concerned 2. Copies of the certificate and mark list of the qualifying examination	7 days	Deputy Director (General)/ DD (P&T)	Senior Joint Director (ECS)	Director of Technical Education

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		3. Copy of the caste/tribal Certificate 4. Allotment letter issued by the State/UT 5. NATA Certificate (for Architecture course)				
8	Forwarding of application for approval of appointments of Teachers (KGTE Institutions)	1. Copy of the qualification letter 2. Recommendation letter from the school manager	10 days	IIS	Senior Joint Director (P. S.)	Director of Technical Education

II OFFICE OF THE JOINT CONTROLLER OF TECHNICAL EXAMINATIONS, KAIMANAM, THIRUVANANTHAPURAM

<i>Sl. No.</i>	<i>Nature of Activity</i>	<i>Documents to be attached with the application form</i>	<i>Time Limit (working days)</i>	<i>Designated Officer</i>	<i>Ist Appellate Authority</i>	<i>IInd Appellate Authority</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Confidential Mark List	1. Chalan receipt remitting the prescribed fee. 2. Name and address of the Institution where the marklist is to be sent.	7 days (after board meeting)	Assistant Controller	Deputy Controller	Joint Controller of Technical Examinations
2	Provisional Certificate	1. Chalan receipt remitting the prescribed fee. 2. Letter from the Head of the Institution.	7 days	Assistant Controller	Deputy Controller	Joint Controller of Technical Examinations
3	Provisional Mark List	1. Chalan receipt remitting the prescribed fee. 2. Letter from the Head of the Institution. 3. Prescribed application form (completed)	7 days	Assistant Controller	Deputy Controller	Joint Controller of Technical Examinations
4	Migration Certificate	1. Chalan receipt remitting the prescribed fee. 2. Letter from the Head of the Institution. 3. Prescribed application form (completed)	7 days	Assistant Controller	Deputy Controller	Joint Controller of Technical Examinations
5	Duplicate/Triplicate Certificate	1. Chalan receipt remitting the prescribed fee. 2. Letter form the Head of the Institution. 3. Prescribed application form (completed) 4. Affidavit signed by judicial 1 st Class Magistrate.	30 days after Gazette Notification	Assistant Controller	Deputy Controller	Joint Controller of Technical Examinations

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6. Re-Valuation/Scrutiny	1.	Chalan receipt remitting the prescribed fee.	45 days from the last date for application	Assistant Controller	Deputy Controller	Joint Controller of Technical Examinations
	2.	Letter from the Head of the Institution.				
	3.	Prescribed application form (completed)				
7. Name correction (Certificate & Mark List)	1.	Chalan receipt remitting the prescribed fee.	30 days	Assistant Controller	Deputy Controller	Joint Controller of Technical Examinations
	2.	Letter from the Head of the Institution.				
	3.	Original Mark List/Certificate				
	4.	Letter form the Head of Institution				

III REGIONAL DIRECTORATE OF TECHNICAL EDUCATION, KOTHAMANGALAM & KOZHIKODE

<i>Sl. No.</i>	<i>Nature of Activity</i>	<i>Documents to be attached with the application form</i>	<i>Time Limit (working days)</i>	<i>Designated Officer</i>	<i>Ist Appellate Authority</i>	<i>IInd Appellate Authority</i>
1	Sanction of Merit-cum-means scholarships to the students of THS	1. Application of students duly countersigned by the Superintendent. 2. Income Certificate in original 3. Statement showing income, marks obtained, class strength, recommendation etc.	20 days	Senior Superintendent	Accounts Officer	Joint Director, Regional Directorate of Technical Education
2	Forwarding of application for renewal of recognition (KGCE & KGTE Institutions)	1. Copy of previous renewal of recognition 2. Chalan receipt for ` 1,250 (KGTE)/Chalan receipt for ` 500 (FDGT)	20 days	IIS	Assistant Director	Joint Director, Regional Directorate of Technical Education
3	Forwarding of application for approval of change of Management (KGCE & KGTE Institutions)	1. Agreement executed in stamp paper worth ` 100	40 days	IIS	Assistant Director	Joint Director, Regional Directorate of Technical Education
4	Forwarding of application for change of building (KGCE & KGTE Institutions)	1. Application in letter head 2. Fees ` 1,250 for KGTE Fees ` 500 for FDGT 3. Deed and Plan of new building 4. Route Map	30 days	IIS	Assistant Director	Joint Director, Regional Directorate of Technical Education

IV SUPERVISORY DEVELOPMENT CENTRE, KALAMASSERY

<i>Sl. No.</i>	<i>Nature of Activity</i>	<i>Documents to be attached with the application form</i>	<i>Time Limit (working days)</i>	<i>Designated Officer</i>	<i>1st Appellate Authority</i>	<i>2nd Appellate Authority</i>
Apprenticeship Registration						
1	Individual Registration (Apprenticeship)	1. Attested copies of marklist & certificates of the qualifying examination 2. Treasury chalan receipt for prescribed fee	5 days	Assistant Training Officer	Assistant Director	Joint Director, Curriculum Development Centre
2	Group Registration Apprenticeship	1. Attested copies of marklist & certificates of the qualifying examination of each candidate. 2. Treasury chalan receipt for prescribed fee in respect of all candidates.	30 days	Assistant Training Officer	Assistant Director	Joint Director, Curriculum Development Centre
3	Panel Request by Employer	Request showing the number of vacancies in each category	15 days	Assistant Training Officer	Assistant Director	Joint Director, Curriculum Development Centre

V ENGINEERING COLLEGES

<i>Sl. No.</i>	<i>Nature of Activity</i>	<i>Documents to be attached with the application form</i>	<i>Time Limit (working days)</i>	<i>Designated Officer</i>	<i>1st Appellate Authority</i>	<i>2nd Appellate Authority</i>
1	Issue of Transfer Certificate (within 10 years)	1. NLC from the sections concerned 2. I.D. Card 3. Remarks of HOD	30 days	Section Superintendent	Administrative Assistant	Principal
2	Release of Caution Deposit	1. Original Fee receipt 2. I. D. Card 3. NLC from the sections concerned	30 days	Section Superintendent	Accounts Officer	Principal
3	Issue of Course and Conduct Certificate	1. NLC from the sections concerned 2. I.D. Card 3. Recommendation from the HOS concerned specifying the last date of attendance	30 days	Section Superintendent	Administrative Assistant	Principal
4	Forwarding of Scholarship forms (any type) (after the closure of admission in the case of fresh appln.)	1. Income Certificate from the competent Revenue Authority 2. I.D. Card	30 days	Section Superintendent	Administrative Assistant	Principal
5	Disbursement of Scholarship (on receipt of funds)		20 days	Section Superintendent	Administrative Assistant	Principal

VI GOVERNMENT POLYTECHNIC COLLEGES

<i>Sl. No.</i>	<i>Nature of Activity</i>	<i>Documents to be attached with the application form</i>	<i>Time Limit (working days)</i>	<i>Designated Officer</i>	<i>1st Appellate Authority</i>	<i>2nd Appellate Authority</i>
1	Issue of Transfer Certificate (within 10 years)	1. NLC from the sections concerned 2. I.D. Card 3. Remarks of HOD	30 days	Superintendent	Principal	Senior Joint Director (PS)
2	Course & Conduct Certificate	1. NLC from the sections concerned 2. I.D. Card 3. Recommendation from the HOS concerned specifying the last date of attendance.	30 days	Superintendent	Principal	Senior Joint Director (PS)
3	Distribution of Stipend, Caution Deposit subject to availability of fund	1. Original Fee receipt 2. I. D. Card	10 days	Superintendent	Principal	Senior Joint Director (PS)
4	Forwarding application for correction of name/marklist/migration certificate, Provisional Diploma Certificate (Forwarding to JCTE)	1. Chalan remitting the prescribed fee 2. Original Mark List 3. Recommendation of Head of the Institution	7 days	Superintendent	Principal	Senior Joint Director

VII GOVERNMENT COMMERCIAL INSTITUTE AND TECHNICAL HIGH SCHOOLS

<i>Sl. No.</i>	<i>Nature of Activity</i>	<i>Documents to be attached with the application form</i>	<i>Time Limit (working days)</i>	<i>Designated Officer</i>	<i>1st Appellate Authority</i>	<i>2nd Appellate Authority</i>
1	Forwarding application for Date of Birth/Correction THSLC/Change of Name/Letter to Duplicate THSLC Certificate	1. Original birth certificate 2. Sufficient chalan 3. Certificate from the revenue authority concerned	25 days	Clerk/Head Clerk	Superintendent	Joint Director, Regional Directorate of Technical Education
2	Issue of the Copy of Extract of Admission Register	1. Stamp Paper worth ` 10 2. I.D. Card	25 days	Clerk/Head Clerk	Superintendent	Joint Director, Regional Directorate of Technical Education
2	Duplicate TC & CC	(i). Application along with Affidavit from the Notary Public stating that the original T.C/C.C. is irrecoverably lost. (ii) Chalan receipt remitting the prescribed fee	15 days	Clerk/Head Clerk	Superintendent	Joint Director, Regional Directorate of Technical Education

(Sd.)

Thiruvananthapuram.

Director of Technical Education.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

Section 3 of the Kerala State Right to Service Act, 2012 (Act 18 of 2012) empowers every Departments of the Government, Heads of Departments, Local Self Government Institutions and Statutory bodies to notify in the Gazette, the services, that will be rendered by each of them, along with the details of stipulated time limit, Designated Officers, First Appellate authority and the Second Appellate authority. The Technical Education Department have decided to notify the services to be rendered by the Department and the Officers in respect of such services as stipulated in the said section.

The notification is intended to achieve the said purpose.

വിജ്ഞാപനം

(2)

(1)

നമ്പർ റ്റി. എക്സ്. 3/282/2013.

2013 ജനുവരി 23.

സാങ്കേതിക പരീക്ഷാ കൺട്രോളർ 2003 ഏപ്രിൽ മാസത്തിൽ നടത്തിയ ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് ഡിപ്ലോമ പരീക്ഷയിൽ പുനലൂർ സർക്കാർ പോളിടെക്നിക്സിൽ നിന്നും 80041580 രജിസ്റ്റർ നമ്പർ പ്രകാരം പാസായ ശ്രീമാൻ സന്തോഷ്, എം. എസ്. എന്ന ആൾക്ക് നൽകിയ ഡിപ്ലോമ സർട്ടിഫിക്കറ്റ് നഷ്ടപ്പെട്ടുപോയിരിക്കുന്നു. ആർക്കെങ്കിലും ഈ സർട്ടിഫിക്കറ്റ് കിട്ടിയിട്ടുണ്ടെങ്കിൽ അത് സാങ്കേതിക പരീക്ഷാ കൺട്രോളർ, തിരുവനന്തപുരം-40 എന്ന വിലാസത്തിൽ അയച്ചുതരുവാൻ താല്പര്യപ്പെടുന്നു.

പുതിയ സർട്ടിഫിക്കറ്റ് കൊടുക്കുന്നതിൽ ആർക്കെങ്കിലും പരാതി ഉണ്ടെങ്കിൽ ഈ പരസ്യ തീയതി മുതൽ ഒരു മാസത്തിനകം സാങ്കേതിക പരീക്ഷാ കൺട്രോളറെ രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

നമ്പർ റ്റി. എക്സ്. 11/10103/2012.

2013 ജനുവരി 4.

സാങ്കേതിക പരീക്ഷാ കൺട്രോളർ 1983 നവംബർ മാസത്തിൽ നടത്തിയ ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് ഡിപ്ലോമ പരീക്ഷയിൽ കണ്ണൂർ സർക്കാർ പോളിടെക്നിക്സിൽ നിന്നും 4847 രജിസ്റ്റർ നമ്പർ പ്രകാരം പാസായ ശ്രീമാൻ വിനോദൻ ചെറുകുന്നൻ എന്ന ആൾക്ക് നൽകിയ ഡിപ്ലോമ സർട്ടിഫിക്കറ്റ് നഷ്ടപ്പെട്ടുപോയിരിക്കുന്നു. ആർക്കെങ്കിലും ഈ സർട്ടിഫിക്കറ്റ് കിട്ടിയിട്ടുണ്ടെങ്കിൽ അത് സാങ്കേതിക പരീക്ഷാ കൺട്രോളർ, തിരുവനന്തപുരം-40 എന്ന വിലാസത്തിൽ അയച്ചുതരുവാൻ താല്പര്യപ്പെടുന്നു.

പുതിയ സർട്ടിഫിക്കറ്റ് കൊടുക്കുന്നതിൽ ആർക്കെങ്കിലും പരാതി ഉണ്ടെങ്കിൽ ഈ പരസ്യ തീയതി മുതൽ ഒരു മാസത്തിനകം സാങ്കേതിക പരീക്ഷാ കൺട്രോളറെ രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

സാങ്കേതിക പരീക്ഷാ വിഭാഗം,
തിരുവനന്തപുരം.

(ഒപ്പ്)
ജോയിന്റ് കൺട്രോളർ.